

Obtaining EDS Reports

Background

Gathering baseline health information is a component of assessing child functioning during the initial assessment process. To establish consistency among BMCW staff as to sufficiency of information gathered for child functioning, Forward Health/EDS reports are to be obtained and reviewed as an essential component of the Initial Assessment process. Review of the Forward Health/EDS reports will assist the Initial Assessment social worker (IASW) to synthesize and analyze the information related to child functioning, specifically the parent's ability and willingness to meet the health needs of the child.

When to request Forward Health EDS report

- An EDS report must be obtained for all children within the household during the initial assessment process.
- In companion cases, it is expected that assigned IASWs will collaborate to obtain one EDS report per child per household.

Requesting a Forward Health EDS Report

- Upon receipt of a case, the IASW emails a request for Forward Health EDS reports to the office associate who has Forward Health EDS access for the region. The service manager (or designee) and region's nurse consultant should be cc'd on this email request.
- The email request must include:
 - Child(ren) name(s) and DOB
 - Screen-in response time
 - Distribution request (see below)
- The IASW reviews the EDS report and utilizes the information as part of the initial assessment process.
- If the assigned IASW or supervisor believes an immediate review by the region's nurse consultant is warranted due to the emergent and/or complex nature of the referral, then the IASW must include in the email request that a copy of the EDS report should be submitted to the region's nurse consultant.
- If the EDS report is not received within the designated timeframe (see below), the OA supervisor will be notified of date/time of previous request. The OA supervisor will provide EDS report the same business day.

Screen-In Timeframe Report turn-around time:

- Timeframe report is needed
 - Same day = 2 hours 8 a.m.-12 p.m., 1 hour 12 p.m.-5 p.m.
 - 24-48 hours = Next business day
 - Within 2-5 days = 5 business days
- 24-48 hours received on Friday = Same business day

Distribution of Forward Health/EDS reports

In the email request to the OA staff for the EDS report, the IASW will indicate which of the following groups are to receive the Forward Health/EDS Report via email:

1. *Children under 12 Months of age:* The OA will provide the Forward Health/EDS Report to the IASW and the region's nurse consultant.
2. *Children taken into temporary physical custody:* The OA will provide the Forward Health/EDS report to the IASW and fax a copy to Child Protection Center (CPC) at 414-257-8969 in preparation for the CPC Foster Care Health Screen.
3. *Children less than 3 years of age taken into temporary physical custody:* The OA will provide the Forward Health/EDS report to the IASW and the region's nurse consultant and fax a copy to CPC at 414-257-8969.
4. *All children with special medical/health needs:* The OA staff will provide the Forward Health/EDS report to the IASW and the region's nurse consultant.
5. *Children that do not meet the above criteria:* The OA staff will provide the Forward Health/EDS report to the IASW.

Forward Health/EDS designated staff:

- Administration Office: Holly Gamblin
- Region 1: Dorothy Brown
- Region 2: Jamie Wade
- Region 3: Theresa Narveson